

**Arbor Terrace Homeowners Association
Board of Directors Meeting
November 7, 2023
DRAFT**

Minutes of the Board of Directors Annual Meeting of the Arbor Terrace HOA via Zoom.

Board Member Present

Amy Boyle	President and Treasurer
Katie Kearn	Secretary
David Baehler	Director

Board Members Not Present

Jeff Pfeifer	Director
Vacant Seat	Director

Property Manager Present

Chloe Hendrickson Century 21 Northstar

Call to Order

- The Annual Meeting was called to order at 3:30 PM by Board President and Co-Treasurer, Amy Boyle. A quorum of 20% homeowners was not established by either attendance or proxies; therefore, the meeting was adjourned. As per ORS 100.408 and meeting notice, the meeting was again called to order at 3:45 PM, at which time the 10% quorum requirement was met (11 owners present and 4 proxies), and the meeting was called to order.

Approval of Previous Annual Meeting Minutes

- Amy Boyle noted that there was a date error on the 2022 Draft Annual Meeting Minutes.
- David Baehler moved to approve the minutes as amended. Amy Boyle seconded the motion which passed unanimously.
- Meeting minutes can be found on the HOA's website: www.arborterracehoa.org.

Introduction of Board of Directors

- The Board of Directors gave a summary of who they are and what positions they hold.

Nominations and Election for Board of Directors

- The Board seats belonging to Amy Boyle and Katie Kearn have expired, and there remains one vacant seat with a 1-year term. The floor was open for nominations.
- Homeowners Amy Boyle, Katie Kearn, Audrey Wright, Jessica Foust and Christine Martin were nominated.
- Votes were held for the open full-term positions of Amy Boyle and Katie Kearn. Amy Boyle was elected unanimously, and Katie Kearn was elected 14:1.

- Votes were held for the vacant position holding a 1-year remaining term. Audrey Wright was elected 12:3.

Assignment of Directors Positions

- After a brief discussion, it was determined the assignment for each director is as follows:
 - Amy Boyle, President, and Treasurer
 - Katie Kearns, Secretary
 - David Baehler, Director
 - Jeff Pfeifer, Director
 - Audrey Wright, Director

Financial Report

- An overview of our account balances, as of September 30, 2023, were reviewed. All accounts are healthy and tracking as per budget and reserve studies.
- There are currently 7 participants remaining in the SA Option C. payment plan.
- Tax return extensions have been filed.
- Financial review status – update from C21 NorthStar: Working with accountant at Foster & Associates, compiling necessary documents for review.

Committee Reports

- Architectural Review
 - Submit ARC projects ahead of time as requests for non-standard changes take time to review, research and communicate - If you have changes or plans for your home - please submit your ARC early to account for review and changes. Suggested 3-4 weeks prior to project start.
- Landscape
 - Mulch installed on SW Holland – October
 - Remaining mulch installation in November – Langer, Baler, Century, Silo, Bronner and Windrow will be installed this month (November) via DeSantis.
- Compliance
 - Holiday decorations - CC&R 4.17 – 30-days each side of holiday only. Please be aware of the 30-day compliance when setting up your decor. Hinders landscape maintenance.
 - Trash Violations - Number of violations are decreasing each week, some offenders are repeat but there might be a disconnect between homeowner and renter.
 - Inspect Monday AM (trash to be out Thursday - Sunday for a trash day on Friday)
 - Notices are sent and fines are assessed weekly as necessary.
 - Common violations – Talked about how to communicate to homeowners on common CC&R violation email once yearly or possibly seasonally. Amy communicated past practice and advised she would work with new board member, Audrey, to develop new seasonal communication.
 - Parking violations in alleyways - David has a draft for Board to review with anticipated Jan 2024 start date.

New Business

- Reminder: Rowhouse gutter cleaning and spot moss treatment to be scheduled for December - should be a quick process with the new gutter clean outs.

Open Forum

- Nothing from Board members
- Homeowner asked if any board members were able to attend neighborhood meetings for the proposed apartment complex on Langer Dr. near Holland Ln. Advised they learned the following:
 - Entrance should be from the back side of the commercial shopping center (behind Ross), parking going to be included in development plan.
 - Homeowner asked consultant for a fence to be placed rather than shrubs next to the entrance on our Association side of the lot.
 - Estimated groundbreaking June 2025
 - Neighborhood meeting was held to get feedback prior to plans being in place.
 - Homeowner advised they were “loud” about distaste in potential parking overflow.
 - Amy mentioned she would reach out to the City to see about a different kind of road barrier that is more accommodating and permanent.
- Homeowner asked about Holland landscaping and replanting. Amy advised missing and dead foundation plants will be replaced, new mulch will encourage soil development and structure, with the possibility of installing a ground cover to those areas in years to come if the soil will accommodate. Maintaining ferns around utility box plants and plants in front of homes and mulch around tree roots to build soil and limit weed overgrowth between maintenance days.
- Timeline on roof replacement for Rowhomes, as per Reserve Study, is F.Y. 2027-2028. HOA will take care of minor repairs as needed until then.

Next Meeting Date

- The next board meeting will be held in March 2024. The date and time are yet to be determined.

Adjournment

- Pending no further discussion, Amy Boyle motioned to adjourn the meeting. David Baehler seconded the motion. Hearing no objections, the meeting was adjourned at 4:45 PM.